



Scheduling of Vehicle Planned Maintenance Procedure

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1 Scope

- 1.1. South East Coast Ambulance Service NHS Foundation Trust (the Trust) is committed to maintaining the safety, availability and roadworthiness of the vehicles it uses to deliver its core services. To ensure Trust vehicles are operationally reliable at all times and comply with current legislation, the Trust undertakes a programme of preventative planned maintenance.
- 1.2. This procedure sets out the schedule planning processes for Vehicle Service, Tail Lift Service, Ramp & Winch Service and Ministry of Transport Testing (MOT).

2 Procedure

- 2.1. Trust vehicles include: Ambulances, Response cars, Hazardous Area Response Team vehicles and non-operational vans and cars that carry out Trust duties.
- 2.2. **Vehicle Service Schedule (VSS) Planning**
 - 2.2.1. The full process for VSS planning is provided in Appendix A.
 - 2.2.2. The Fleet Administration Team will enter weekly mileage returns on to the Fleet Management System database to enable local Workshop managers to run a VSS report from K2 every Month.
 - 2.2.3. Seven calendar days prior to month end the Workshop manager or a designated deputy will run the VSS from the K2 Fleet Management system, to include Services, Inspections, MOT, Tail lift weight tests, Ramp & Winch checks. They must collate this information into an Excel spread sheet in the same standard format that is to be used at all SECAMB workshops and put onto the workshop teams page for the workshop staff to access, and update live and for the MRCM's information.
 - 2.2.4. Workshop manager or designated person to create the predicted KPI for the month from the VSS.
 - 2.2.5. Workshop staff are to liaise with MRCMs, MROs and OSD to arrange for the vehicle to be booked off of operational duty and brought into the workshop for planned maintenance work to be carried out. The technician is responsible for updating the service report on teams with, Status, Mileage, Job number, Dates & any notes if required.
- 2.3. **VSS Service schedule completion KPI report & documentation.**

2.3.1 Using the data from the service schedule upon month end to collate the monthly KPI report. This needs to be done by the workshop manager or designated person by the 1st of the following month.

2.3.2 All MOT certificates to be sent to fleet admin for scanning onto K2 in a timely manner.

2.4. **Tail Lift Service, Ramp & winch check Schedule Planning**

2.4.1. Vehicles are subject to a Lifting Operations and Lifting Equipment Regulations (Loler) Service and Weight Test every six months.

2.4.2 Ramp and winch check to be carried out every six months as per Trust guidelines, Ramp & winch check to be carried out as per standard job using the Key2 maintenance management system.

2.4.3. The Tail Lift Service and ramp & winch Schedule report done via the Fleet K 2 Management System monthly within the VSS to ascertain which vehicles are due a Loler service and Weight Test the following month ensuring each vehicle is tested every six months.

2.5. **MOT Schedule Planning**

2.5.1. The law requires any vehicles driven on the road to be kept in a roadworthy condition and that they are checked annually by a test known as the 'MINISTRY OF TRANSPORT TEST' (MOT). The MOT test checks that your vehicle meets road safety and environmental standards. It is not the same as having your vehicle serviced and does not check the vehicles general mechanical condition.

2.5.2. New MOTs can be applied for one month prior to expiry. The Workshop manager will run an MOT schedule every Month within the VSS to ascertain which vehicles are due an MOT the following month.

2.5.3. Details from the MOT list will be passed by the Workshop staff to the local Fleet Administrator to enter onto K2 Management System database. The Workshop manager will generate a Service Schedule for their Workshop staff who will arrange for each identified vehicle to be booked in for an MOT.

2.6. **Monitoring outstanding vehicle services, inspections and MOTs**

- 2.6.1 The Workshop manager will run monthly reports to identify whether there are any outstanding vehicle services, Loler Tail Lift, Ramp & winch tests or MOT inspections.
- 2.6.2 The Workshop manager will monitor and facilitate progress on outstanding servicing. Any issues will be reported to the Workshop Area Manager for co-ordinated resolution. The Workshop Area Manager will report any ongoing issues which are preventing completion of the servicing to the Head of Fleet who will facilitate resolution.
- 2.6.3. Appendix D outlines the (MOT) Scheduling Process.

3 Responsibilities

- 3.1. The **Head of Fleet** has overall responsibility for this procedure, including monitoring and audit. **Workshop Area Managers** have been delegated responsibility for overseeing that vehicle planned maintenance schedules are being carried out by Workshop managers and for remediating any ongoing issues that may prevent planned maintenance from being carried out.
- 3.2. **Workshop managers** are responsible for effective and timely completion of the Service Schedules.
- 3.3. **Fleet Office Administrators** are responsible for inputting required data into the Fleet Management System database.
- 3.4. **Workshop managers / Workshop Staff** are responsible for booking the vehicles in for servicing and for completing the servicing on vehicles as per the schedule.
- 3.5. **Workshop managers / Workshop Staff** who participate in vehicle maintenance scheduling and related activities are responsible for reading, understanding and carrying out their responsibility under this procedure.

4 Audit and Review

- 4.1. Monitoring compliance to this procedure on a day-to-day basis will be undertaken by Workshop managers.
- 4.2. Twice a year the Workshop area Manager will carry out:
 - An audit of 10% (each) of Vehicle Services, Loler Tail Lift Tests and MOT inspections on the Service Schedules to measure timeliness in completion (% completed on time).

- Analysis to identify whether any trends were identified which prevent services, tests and inspections being completed on time.

- 4.3. The Workshop area Manager will aim to resolve issues of noncompliance with the relevant individual or group. Persistent noncompliance will be reported to the Head of Fleet for remediation. In both cases it may be necessary for a remedial action for noncompliance to be part of a personal development plan; or an action plan to remediate the risks of recurrence.
- 4.4. Monthly KPI reports will be submitted to the Head of Fleet detailing number of services scheduled vs number of services carried out. Feedback on the KPI reports will be provided to Workshop area Managers who will implement or oversee any resulting actions, as appropriate.
- 4.5. This procedure will be reviewed by the Head of Fleet every three years or sooner if new legislation, codes of practice or national standards are introduced.

5 References

- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Road Traffic Act 1988
- Driver and Vehicle Standards Agency (DVSA)

Appendix A – Vehicle Service Schedule Process

Service Schedule Process



Appendix A Vehicle
service schedule proc

Appendix B Vehicle Service Interval Parameters

Make	Model	Role	Inspection Frequency	Service Frequency (Miles)
Mercedes	518 Sprinter	A&E	6 Weeks	12,500
Mercedes	519 Sprinter	A&E	6 Weeks	12,500
Mercedes	Vito	SRV	6 Weeks	12,500
Volvo	V50	SRV	8 Weeks	10,000
Skoda	Octavia	SRV	8 Weeks	10,000
Land Rover	Discovery	Operational	8 Weeks	10,000
Volvo	V50	COM's Car	N/A	12,500 or 1 Year
Vauxhall	Astra	Non Operational	N/A	10,000 or 1 Year
Mercedes	Sprinter	Non Operational	12 Weeks	12,500
Ford	Iveco	HART	12 Weeks	10,000
Mercedes	519 Sprinter	HART	12 Weeks	12,500
Polaris	Ranger	HART	12 Weeks	1 Year
Trailers/Plant Equipment				6 Months

Appendix C Tail lift Service Schedule Process

Tail Lift Service Schedule Process (Loler Done Every 6 Months)



Appendix C Tail lift
service schedule proc

**Ramp and winch checks service schedule process (every 6
months)**



Appendix E Ramp
and winch check servi

Appendix D Process

Ministry of Transport (MOT) Scheduling

Scheduling of MOT's Process



Ministry of transport
test MOT scheduling p